

**SANDY CITY  
APPROVED CLASS SPECIFICATIONS**

**I. Position Title:** Communications Intern

**Revision Date:** 3/06  
**EEO Function:** Financial Admin.  
**EEO Category:** Paraprofessional  
**Status:** Non-Exempt  
**Control No:** 50501

**II. Summary Statement of Overall Purpose/Goal of Position:**

Under supervision of the Assistant Chief Administrative Officer (Asst. CAO) performs various projects relating to communications, public relations, city management, and quality improvement programs. Assists the Administration Department in promoting city operations and services to the general public. Supports the Assistant CAO and the Assistant to the CAO in his/her assigned duties.

**III. Essential Duties:**

- Website development, including providing content for the city's website, improving the website's navigation, function, and design, and working with departments to update their web pages
- Provide written content for the city's newsletter
- Prepare various presentation mediums such as charts, boards, slides, graphs, spreadsheets, etc.
- Prepares news releases, coordinates press conferences and media events, and other special City events in cooperation with designated staff.
- Develops communication tools, for example, flyers, fact sheets and surveys, as deemed necessary.
- Collect pertinent information through research, audits, surveys, etc.
- Present results through reports, graphs, spreadsheets, charts.

**IV. Marginal Duties:**

- Assist departments as assigned by the Asst. CAO in communications, and general administrative and operational audits or analysis.
- Performs other duties and projects as needed.

**V. Qualifications:**

**Requirements:** Valid Utah Driver's License.

**Education:** Current student working towards a bachelors' degree in communications, marketing, public relations, public administration or related field required.

**Knowledge of:** Public relations, specifically intergovernmental cooperation and press relations; application of theories/organizational management to a governmental entity; computer software including word processing, desktop publishing, web development and spreadsheets.

**Responsibility for:** Working with departments on communications, studies, and projects to enhance city performance; choosing the proper type of communication medium to present information to the Mayor, City Council, CAO, Department Heads, or citizens.

**Communication Skills:** Contacts with other departments, furnishing and obtaining information; contacts with other departments, requiring tact and judgment to avoid friction; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and executives.

**Tool, Machine, and Equipment Operation:** Requires regular use of computer, copier, fax machine, and telephone system.

**Analytical Ability:** Communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, Department Heads, and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations.

**VI. Working Conditions:**

Constant mental application required daily; occasional exposure to stressful situations as a result of human behavior and frequent deadlines; occasional driving of a personal or city vehicle may be required. Moderate mental pressure and fatigue exist during a normal workday due to challenging situations and exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.